

DOCUMENT RESUME

ED 423 998

PS 026 951

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TITLE Developing and Administering a Child Care Center. Fourth Edition.
ISBN ISBN-0-8273-8365-7
PUB DATE 1998-00-00
NOTE 502p.
AVAILABLE FROM Delmar Publishers, 3 Columbia Circle, Box 15015, Albany, NY 12212; phone: 518-464-3500, 800-996-7498 (toll free); e-mail: info@delmar.com; www: http://www.delmar.com (\$52.95).
PUB TYPE Books (010) -- Guides - Non-Classroom (055)
EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Accreditation (Institutions); *Administrator Responsibility; Administrator Role; *Administrators; Budgeting; Child Care Occupations; Day Care; *Day Care Centers; Early Childhood Education; Educational Facilities Planning; Family School Relationship; Financial Support; Institutional Evaluation; Interpersonal Competence; Personnel Management; *Program Administration; School Community Relationship; Staff Development; *Teacher Education

ABSTRACT

Effective administration skills are not sufficient for effective program operation unless they are combined with good interpersonal communication skills. Presenting administration information within an interpersonal framework, this guide for early childhood education students details the director's responsibilities for starting a child care center and maintaining an ongoing program. The guide addresses a number of timely issues for the year 2000 and beyond, including use of computers for handling administrative matters, and ideas for dealing with unusual emergencies such as allegations of child abuse at the center or use of weapons by visitors. The chapters are: (1) "Developing Interpersonal Relationships," covering creating a positive climate and motivating staff; (2) "Assessing Community Need and Establishing a Program," including program philosophy and types of programs; (3) "Licensing and Certifying," covering accreditation and credentialing; (4) "Establishing and Working with a Board," including Board duties and board communication; (5) "Handling Income and Expenses," including preparing a budget; (6) "Funding the Program," including types of funding needed; (7) "Developing a Center Facility," including analyzing space requirements and working with other professionals; (8) "Equipping the Center," including working within a budget and ordering equipment; (9) "Staffing the Center," including designing personnel policies and orienting employees; (10) "Publicizing the Center and Selecting the Children," including admission of children with disabilities; (11) "Grouping and Enrolling the Children," including confidentiality and inclusion of special needs children; (12) "Managing the Food and Health and Safety Programs," including menu planning and health records for children and staff; (13) "Evaluating Center Components," including evaluators and evaluation principles; (14) "Providing for Personal and Professional Staff Development," including supervision and assessing staff problems; (15) "Working with Parents, Volunteers, and the Community," including preparing a parent handbook; and (16) "The Working Director," including administrative styles

***** ED421998 Has Multi-page SFR---Level-3 *****

and roles and management tools. Each chapter includes a summary section with early childhood education class assignments and exercises and working papers on the topic. Three appendices present partial lists of: sources of early childhood materials, equipment, and supplies; professional organizations and information sources; and periodicals and media. The guide concludes with a "Director's Library," listing a variety of publications useful for day care center directors. (HTM)

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